

# Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

<b>Position:</b>	Office Technician (T)
<b>Position #:</b>	051-120-1139-xxx
<b>Salary Range:</b>	\$2,686 - \$3,264
<b>Issue Date:</b>	January 2, 2009
<b>Contact:</b>	Rico Dallosa (916) 323-8481
<b>Location:</b>	Business Services Office 300 Capitol Mall, Ste.1508 Sacramento, CA 95814
<b>Final Filing Date:</b>	Statewide Open Until Filled

## Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

**All hires will be subject to a background check.**

**For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Submit a Std. 678 State Application and Resume to:

State Controller's Office  
Fiscal & Business Operations  
ATTN: Cindy Hanneman  
300 Capitol Mall, Suite 634  
Sacramento, CA 95814

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. Because of its important work and the value the State Controller's Office (SCO) places on its employees, it is one of the best places to work in the State of California.

## Scope of the Position:

With general supervision provided by the Chief, Business Services Office, (BSO) the incumbent regularly exercises a high level of initiative, independence, and originality in detailed and sensitive communication with State and public contacts on various business services related issues. Provide general clerical support to the BSO staff members; file documents in accordance with existing filing system; perform mail control/distribution to appropriate staff members. This requires knowledge and application of details SCO regulations, policies and procedures. Duties include, but are not limited to, the following:

## Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodation)

- Independently prepares and processes all procurement documents in compliance with State and departmental regulations. Copies, distributes, files and completes monthly reports, as required. Reviews sole source justifications to determine acceptability and ensure that required approvals are secured. Prepares proper documentation to order new office supplies through supervisory approval. Works closely with vendors and Departmental Accounting Office (DAO) staff to resolve problems with billing; incorrect and/or damaged shipments; return merchandise; restocking charges; and/or controversy over performance specifications. Works closely with requesters to clarify specifications, quality assurance requirements, and product descriptions maintaining a cooperative working relationship with vendors.
- Primary responsibility for telephone answering, conference/training room reservations, and walk-in customer support for the BSO. Processes service requests, including logging, numbering, distribution and submittal of invoices to DAO. Processes HVAC after-hours usage requests and minor building maintenance requests, such as HVAC hot/cold complaints and janitorial requests. Administers BSO's automated tracking system to ensure staff complete regular, ongoing, and special projects and activities in a timely manner.
- Provides technical purchasing information to program staff, including departmental and State policy and procedures, types of supplies and equipment available from State contracts, California Multiple Awards schedules, master service agreements, Prison Industry Authority and appropriate requirements for ordering outside of these parameters. Monitors standing orders, records ascending/descending balances of quantities and funds, and informs staff when these balances need to be amended.
- Responsible for the SCO employee parking program; maintain inventory of SCO Learning Center materials; process CalCard documents